

U.S. Department of Justice  
Office of Justice Programs  
*Violence Against Women Office*

# OJP

## Domestic Violence Victims' Civil Legal Assistance Grants

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### **Fiscal Year 2000 Application & Program Guidelines**

***Letter of Intent  
Deadline: March 1, 2000***

***Application  
Deadline: April 3, 2000***

February 15, 2000

Dear Colleague,

On November 29, 1999, the President signed the Fiscal Year (FY) 2000 budget which included an appropriation for the Civil Legal Assistance Discretionary Grant Program (CLA). Due to the significant number of existing CLA grantees and limited funding, the Violence Against Women Office (VAWO) can provide continuation support to some FY 1998 and FY 1999 grantees that have successfully implemented the goals and purposes of the CLA Program. VAWO also intends to fund a modest number of new applicants for FY 2000. Submission of an application does not guarantee continuation funding.

This year the Office of Justice Programs (OJP) requires you to submit your application for funding through the new OJP user friendly **Grants Management System (GMS)**. Access through the Internet to this online application system will expedite and streamline the receipt, review, and processing of your request for funding.

In FY 1999, GMS was implemented as a pilot project for optional electronic submission of applications for funding from the OJP program offices including the Corrections Program Office, Drug Courts Program Office, Executive Office for Weed and Seed, Office for State and Local Domestic Preparedness Support, and VAWO. In FY 2000, all applications for OJP Program Office funding will only be accepted electronically through GMS.

Please use the enclosed application guidelines to assist you in preparing your new or continuation application. Applications must be submitted to OJP electronically through the GMS no later than April 3, 2000, however, to accommodate those grantees whose project periods end in March, VAWO will **immediately be accepting GMS electronic submission of applications**. Please be advised that it will take at least four weeks from the time we receive your application to process your award.

To learn how to begin your online application process, please see the *Quick-Start Guide to Using GMS* in the enclosed package. A toll-free telephone number has been established for you to receive technical assistance as you work through the online application process, 1-888-549-9901.

You may contact VAWO at 202-307-6026 if you have any questions. We look forward to receiving your application.

Bonnie Campbell, Director  
Violence Against Women Office

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**Violence Against Women Office**  
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**Domestic Violence Victims' Civil Legal Assistance Grant Application**  
**World Wide Web Homepage:**  
*<http://www.ojp.usdoj.gov/vawo/applicationkits.htm>*

## **How to Apply**

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funding through the new OJP user friendly **Grants Management System (GMS)**. Access through the Internet to this online application system will expedite and streamline the receipt, review, and processing of your request for funding.

**In FY 2000, all applications for OJP Program Office funding will only be accepted electronically through GMS.**

To learn how to begin your online application process, please see the *Quick-Start Guide to Using GMS*. See page 20. A toll-free telephone number has been established for you to receive technical assistance as you work through the online application process, 1-888-549-9901.

Applicants are also encouraged to submit nonbinding letters of intent (included in Appendix G) to the Violence Against Women Office by **March 1, 2000**. This will help the us establish the appropriate number of peer review panels needed to review applications, and to screen for potential conflicts of interest. **Letters of intent only** should be sent by fax to (202) 305-2589. Applications **will not** be accepted by fax.

**Applications will be accepted immediately but must be received no later than April 3, 2000.**

## ***Quick-Start Guide to Using the Office of Justice Programs Online Grants Management System***

- ◆ **Step 1.** Using your established Internet account (\*if you do not have one, see directions below), go to **[www.ojp.usdoj.gov/fundopps.htm](http://www.ojp.usdoj.gov/fundopps.htm)**. **An online GMS Applicant User's Manual is available on this page, and you may link directly** to the OJP Grants Management System (GMS) which will provide online "help" screens
- ◆ **Step 2.** Select "**Logon to the Grants Management System (GMS)**" to apply for OJP Program Office Grant Funding
- ◆ **Step 3.** Click on "**New User? Register Here**"
- ◆ **Step 4.** Follow the onscreen instructions to **register** with the GMS system. After registration, you will **receive confirmation through email** from the Violence Against Women Office that you are eligible to submit an application.
- ◆ **Step 5.** To **submit** your application online, complete the instructions for filling out the 424/Application for Federal Assistance, attach and upload your budget narrative, budget detail, and program narrative in either word processing or spreadsheet files. After submission, you will **receive confirmation through email** that OJP has received your application and you will be given an **application number** for future reference. **For documents that you can not submit electronically through GMS (i.e., Indirect Cost Agreements, MOU/MOAs, support letters), please fax these referencing your application number and grant program to 202/354-4147.**

*\*If you do not already have an Internet account, you must establish one in order to apply online for Office of Justice Programs funding. To do this, call the GMS Hotline at 1-888-549-9901 for assistance.*

**All Applicants for Domestic Violence Victims Civil Legal Assistance Grants Must:**

- ☐ Complete the *Application for Federal Assistance* (SF 424) and submitted online via the new OJP Grants Management System. Please refer to the enclosed "Quick-Start Guide" to proceed with the online application process. This form must be signed by an official who has the authority to apply for and accept Federal grant funds on behalf of the legal applicant.
- ☐ Include a program narrative not to exceed (12) pages, double-spaced.
- ☐ Provide a detailed budget. See sample at Appendix E.
- ☐ Provide a letter certifying that the requested grant funds will not supplant State and local funds or provide a letter stating the justification for the applicant's exemption from the non-supplantation requirement.
- ☐ Provide Assurances that the applicant is in compliance with all federal statutes, regulations, policies , guidelines and requirements. See Form at Appendix C.
- ☐ Provide Certifications regarding Lobbying, Debarment, Suspension, and Other Responsibility Matters; and Drug-Free Workplace. See Appendix D.
- ☐ Provide Memorandum of Understanding signed by all project partners via facsimile. See page 17, and Sample at Appendix G.
- ☐ Provide a Memorandum Documenting a Categorical Exclusion as required by the National Environmental Policy Act. See Sample at Appendix H.

**Applications will be accepted immediately, but must be received no later than April 3, 2000.**



## Letter of Intent

New applicants intending to apply for this funding are encouraged to **submit the non-binding letter of intent** included in Appendix G to the Office of Justice Programs' (OJP) Violence Against Women Office (VAWO) by **March 1, 2000**. This will help accommodate the volume of proposals we anticipate receiving in response to this solicitation. You may fax the letter to VAWO (202) 305-2589. We will use these letters to forecast the number of peer review panels needed to review competitive applications and to identify potential conflicts of interest.

Please note that final applications, due April 3, 2000, **may only be accepted through our on-line applications system. Applications sent by fax or mail will not be accepted.** See *How to Apply*, page 19, for more information.



# Foreword

Since the Violence Against Women Act was enacted as Title IV of the Violent Crime Control and Law Enforcement Act of 1994, there has been groundbreaking work in communities as victim advocates, police officers, prosecutors, and judges forge relationships to address violence against women. Strategic efforts that draw creatively on the different institutions and people in communities have begun to use the power of the criminal justice system to ensure women's safety and hold offenders accountable for their acts of violence. As a result, much of the infrastructure for responding to the needs of domestic violence victims is in place in many communities.

Nevertheless, domestic violence victims continue to struggle under the residual effects of the violence in their lives--violence that has wreaked havoc on their personal, professional, and economic well-being and that has left their families in chaos. In many cases, the civil legal system offers domestic violence victims the mechanism for taking concrete action to help bring order to their lives. At the same time, limited access to attorneys, lack of knowledge about civil legal options, and the inherent complexities of the legal system present often insurmountable barriers to women seeking to escape domestic violence.

In this, the fifth year of the Violence Against Women Act, we have a unique opportunity--thanks to bipartisan support from Congress--to address the manifold problems precipitated by violence in families by supporting innovative projects to the unmet civil legal needs of domestic violence victims. Communities can complement the efforts already underway in the criminal justice system with programs that link civil legal services and domestic violence victim advocacy programs and reach out to underserved populations in innovative ways. We challenge you to think creatively about how to strengthen civil legal assistance for domestic violence victims and how best to enhance victims' access to lawyers and legal advocates who *understand* the impact of domestic violence.

Laurie Robinson  
Assistant Attorney General

Bonnie Campbell  
Director

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## Background

The Violence Against Women Act (VAWA), originally authorized in 1994 as Title IV, Section 40121 of the Violent Crime Control and Law Enforcement Act of 1994, Public Law 103-322, has fundamentally changed how criminal justice agencies address victim safety and offender accountability. As a result of VAWA, community partners, including victim advocates, police officers, prosecutors, and judges are forging relationships with each other to address violence against women. In 1998, Congress authorized a new grant program to provide funding for civil legal assistance for domestic violence victims, Public Law 105-277.<sup>1</sup> The Domestic Violence Victims' Civil Legal Assistance Grant Program (CLA) recognizes that domestic violence directly and indirectly affects a wide range of legal and economic factors in the lives of women and their families.

CLA provides federal financial assistance to law schools and nonprofit organizations, either public or private, that support or provide direct civil legal services to domestic violence victims. These entities include law school legal clinics, legal aid or legal services programs, shelters for domestic violence victims, and bar associations. CLA supports the establishment or strengthening of direct legal assistance programs for domestic violence victims and improvements in services to make it easier for domestic violence victims to seek relief within the civil legal system. The goal of CLA is to develop innovative, collaborative programs within the civil legal system that reach more domestic violence victims than are currently being served.

Training, mentoring, and collaborative relationships are core components of projects supported by this grant program. Lawyers and legal advocates providing services through CLA must be trained and mentored by respected domestic violence victim advocacy organizations within the community to be served, and nonlawyers must be fully supervised by attorneys in accordance with local Bar rules. Training and mentoring should be ongoing to address issues that may arise during the course of the project. Lawyers who represent domestic violence victims without fully understanding the dynamics of domestic violence can unwittingly jeopardize their clients' safety. While a limited number of legal services programs around the country are operated by advocacy organizations or specialize in domestic violence issues and already have working relationships with the domestic violence victim advocacy community, most legal services providers do not work collaboratively with advocacy organizations or victim services. As a result, legal services providers seeking funding through this grant program are required to enter into collaborative relationships with nonprofit, nongovernmental domestic violence victim advocacy organizations. Such collaborative relationships will ensure that there is ongoing training and mentoring on issues related to domestic violence and will strengthen communication between the legal and advocacy communities. (See *Coordination with Nonprofit, Nongovernmental Domestic Violence Programs*, page 9, for further information.)

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<sup>1</sup> Departments of Commerce, Justice, and State, the Judiciary, and Related Agencies Appropriations Act, 1998.

## Scope of the Program

The scope of the CLA program is outlined by the program purposes and the Special Interest Categories set forth below. Proposed projects do not need to address multiple Special Interest Categories to receive support. These funds are not part of the STOP Violence Against Women Formula Grant Program nor the STOP Violence Against Indian Women Discretionary Grant Program. The program purposes and Special Interest Categories that apply to the CLA program do not apply to other grant programs funded by the Department of Justice pursuant to VAWA.

All direct legal services organizations applying for funding through this program are required to formally collaborate with domestic violence victim advocacy groups from the community to be served in the development and implementation of a civil legal services program to ensure effective and appropriate cross-training of legal and advocacy staff and effective representation. Such a collaboration should reflect the active, ongoing role of the domestic violence victim service agency and should include both initial and ongoing training programs for the lawyers who will be handling cases. (See *Coordination with Nonprofit, Nongovernmental Domestic Violence Programs*, page 9, for further information.) An applicant may be exempt from this requirement if it is a domestic violence victim service agency.<sup>2</sup> Otherwise, applicants must formally establish collaborative relationships with a domestic violence victim advocacy organization, as detailed above, to receive consideration under this grant program.<sup>3</sup>

All funded applicants must implement a VAWO-developed conflict screening process as well as other VAWO-developed policies and protocol. Implementation of uniform protocol will ensure that no civil or criminal legal matter is handled for the abuser of a client.

Grant funds may not be used for certain activities. Prohibited activities include but are not limited to civil legal assistance for:

- Alleged batterers or, in the case of mutual arrest, the primary aggressor.
- Any individual to obtain citizenship or permanent or temporary residency.
- Law reform initiatives, including but not limited to litigation.

Projects funded under this program must serve primarily women victims of domestic violence.

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<sup>2</sup> A domestic violence victim service agency is defined as a nonprofit, nongovernmental organization that assists domestic violence victims such as battered women's shelters.

<sup>3</sup> A domestic violence victim service agency may include a request of exemption along with the application. This request should include a brief statement of applicant's existing programs and current services.

## **A. Authorized Program Purposes**

The CLA program provides an opportunity for communities to examine how the civil legal needs of domestic violence victims are met. The purpose of the program is to strengthen the civil legal assistance provided to victims of domestic violence. Funds may be used to support or provide direct legal services on behalf of victims of domestic violence in civil matters **directly related to the domestic violence**, including but not limited to cases to obtain, modify, or enforce civil protection orders; divorce or legal separation; spousal and child support; child custody and visitation; administrative matters, such as access to benefits; housing and landlord-tenant matters; and matters related to employment, including unemployment compensation proceedings.

## **B. Special Interest Categories**

In FY 2000, OJP is interested in funding projects that respond to the unmet civil legal needs of domestic violence victims within the special interest categories that follow. Applicants are not required to address special interest categories; however, applications that do so will receive priority consideration. All applicants that are not domestic violence victim service agencies are required to collaborate with nonprofit, nongovernmental domestic violence victim advocacy programs. (See *Coordination with Nonprofit, Nongovernmental Domestic Violence Programs* page 10, for more information.) In addition, OJP encourages all applicants to develop programs to reach diverse and traditionally underserved populations, including racial, cultural, or ethnic minorities; the disabled; language minorities; or domestic violence victims in rural or inner-city areas. The following list does not imply any ordering of priorities among categories.

### **1. Establish or strengthen law school clinical programs that provide direct legal representation to domestic violence victims in civil cases.**

Clinical programs in law schools that provide direct representation for domestic violence victims on the full range of civil legal needs provide quality services to domestic violence victims. In addition, they train law students in domestic violence law and the dynamics of domestic violence. These law students are future lawyers, judges, and policy-makers. Regardless of the field in which they ultimately work, they will bring to the justice system an enhanced sensitivity to the issue of domestic violence.

Law school clinical programs that provide representation for women seeking civil protection orders are eligible for consideration under this special interest category. OJP is also interested in programs designed to meet a broader range of domestic violence victims' civil legal needs. Law schools are also required to collaborate with local domestic violence victim advocacy organizations and shelters to develop programs that are responsive to victims' needs and include collaborative cross-training in advocacy and legal issues. Law school clinics must implement the conflicts screening protocol developed by VAWO that precludes the representation of a client's abuser. OJP is also interested in law school clinical programs that develop a multidisciplinary component. For example, a law school clinical course could be co-taught and co-supervised by a mental health professional, or a component of the program could provide assistance in emergency medical facilities.

**2. Establish or strengthen direct legal services programs to make a broad range of civil legal assistance readily available to domestic violence victims.**

In many communities, direct legal services organizations that provide free or low-cost legal services are the first line of defense for victims of domestic violence. Programs vary, however, in their ability to provide assistance for the full range of civil legal needs of domestic violence victims. Domestic violence victims should be able to turn to one resource through which they can get an attorney's help in securing and enforcing protection orders, obtaining a divorce or separation, and resolving custody and visitation issues. For example, a court-based program could be established to provide a fully-staffed intake center for all domestic violence victims, where they could obtain legal advice and/or representation concerning the full range of possible legal needs. OJP is interested in programs that would reach underserved domestic violence victims through, for example, the expanded use of multilingual staff and/or materials.

**3. Establish or strengthen legal advocacy programs operated out of or under the direct auspices of domestic violence victim advocacy organizations and shelters.**

Domestic violence victims who contact advocacy organizations or shelters are often in need of immediate legal assistance or advice. Some shelters have established legal assistance programs by arranging with one or more lawyers to provide services to resident and/or nonresident domestic violence victims. Others coordinate representation from among a cadre of lawyers who are willing to provide *pro bono* or low-cost legal representation for domestic violence victims. An essential component of such a program is sufficient, comprehensive, and ongoing training that would ensure a consistent level of qualified representation by attorneys and/or legal advocates knowledgeable about the law and sensitive to the dynamics of battering relationships.

**4. Establish collaborative efforts between domestic violence victim advocacy organizations and local agencies (such as police, prosecutors, or courts), local services, or local businesses (such as public housing agencies, hospitals, community and other health clinics, public schools, and public libraries) to provide on-site legal advocacy and/or legal assistance information in places domestic violence victims are likely to access.**

To broaden the base of domestic violence victims who will receive civil legal services attorneys and information, must be available and accessible in safe locations that domestic violence victims are likely to access. Providing for the safety of women is paramount. Lawyers or legal advocates need to be in places where women can readily come and speak with them without fear. Some jurisdictions have addressed this need by providing a legal advocate in a community health clinic. Others have provided a lawyer or legal advocate in a local police station or sheriff's office. Any program that will rely on nonlawyer legal advocates must ensure that appropriate supervision is provided in compliance with state and local Bar rules and applicable statutory limitations.

**5. Establish or strengthen programs to recruit, train, and coordinate attorneys**



**who will provide *pro bono* civil legal assistance to domestic violence victims.**

Attorneys who provide *pro bono* representation to domestic violence victims help to fill some of the gaps in service for these victims. They handle cases in communities where there are no, or limited, legal services; they handle the overflow from existing legal services programs; and they sometimes provide the impetus for attorneys to turn their efforts full-time to representation of domestic violence victims. OJP recognizes that such representation can never be the only source of representation for domestic violence victims--most lawyers are able to take on only a handful of *pro bono* cases each year. At the same time, there is tremendous value in ensuring that attorneys who take such cases are well trained on the dynamics of battering relationships and the impact of domestic violence.

Grants may support the development and implementation of *pro bono* programs by Bar associations. This could include programs that recruit law firms that will agree to train a certain number of attorneys within the firm as a domestic violence “department”; the recruitment and training of lawyers from diverse practice areas who must agree to take a minimum number of domestic violence cases *pro bono*; or other means of coordinating the training and assignment of *pro bono* attorneys. Key components of such programs would be the recruitment, training, and ongoing mentoring of attorneys, the mandatory acceptance of a minimum number of *pro bono* cases following the completion of training, as well as the referral and placement of domestic violence victims with attorneys who have completed the program.

**C. Minimum Requirements**

Applicants providing direct legal services must, at a minimum, propose to do the following to be eligible for grant funds under this program:

☐ *Provide holistic civil legal services to domestic violence victims*

Services should include referral and/or representation for emergency and nonemergency protective order hearings and all other civil proceedings directly relating to a client’s experience of domestic violence which are likely to increase the victim’s safety and economic security, such as: child support, child custody, divorce, legal separation, public benefits, unemployment compensation, and /or housing. OJP is interested in programs that provide the means for domestic violence victims to obtain a range of civil legal services from one attorney.

☐ *Coordinate with local nonprofit, nongovernmental domestic violence programs*

All applicants must enter into formal, respectful collaboration with nonprofit, nongovernmental domestic violence programs (e.g. local battered women’s shelters, advocacy organizations or domestic violence coalitions). While a limited number of legal services programs around the country are already operated by domestic violence programs, most legal services programs have not traditionally collaborated with domestic

violence organizations. To promote and enhance these partnerships, the Domestic Violence Victims' Civil Legal Assistance Grants Program requires that all applicants submit a Memorandum of Understanding, signed by the leadership of all agencies or organizations participating in the proposed project. (See *Sample Memorandum of Understanding*, Appendix G, of this Application Kit for a detailed explanation of what is required in the Memorandum of Understanding.) Similarly, the budget for the proposed project should reflect appropriate compensation for staff from participating domestic violence programs and legal services programs. (See the instructions for completion of the *Budget and Budget-Narrative*, at Appendix E of this Application Kit.)

☐ *Train all Personnel on the Dynamics of Domestic and Safety Planning*

The victim advocacy agency should develop and conduct training for all personnel providing legal services. Training should include but is not limited to, the importance of and the components of safety planning and cultural competency.

☐ *Implement Civil Legal Assistance policy manual protocols.*

Grantees receiving awards under this program will be required to implement protocols directed at enhancing victim safety. These include, at a minimum, conflict of interest, confidentiality, screening for domestic violence, and providing services to enhance the safety of the victim.

#### **D. Activities That May Compromise Victim Safety**

Victim-centered, holistic legal services are critical to ensuring safety and stability for domestic violence victims and their children. Experience has shown that certain practices compromise victim safety and fail to hold perpetrators accountable for their criminal behavior. To enhance victim safety and hold perpetrators accountable, **applicants are discouraged from proposing any of the activities listed below:**

☐ *Mediation, alternate dispute resolution, or counseling for couples as a response to domestic violence.* Mediation implies that both parties are responsible for the perpetrator's violent behavior, a message that blames victims and fails to hold offenders accountable for their crimes. Mediation also presumes that both parties have equal power and can negotiate a mutually agreeable settlement. Where there is a history of domestic violence, however, one party has controlled the other through physical, emotional, and economic abuse, generally for a sustained period of time. Even the most skilled mediator or therapist cannot shift the balance of power when one party has abused or assaulted the other, making mediation and joint counseling dangerous or ineffective in such cases.

☐ *Reluctance to represent victims who do not have physical evidence* A thoughtful analysis is required when making a determination as to whether a person seeking services is a victim of domestic violence. The absence of physical bruises, court records, police

reports, and/or medical records does not mean that the applicant seeking services is not a victim of domestic violence. Offenders often threaten and isolate victims to deter them from seeking any outside assistance.

- ❑ *Refusal to represent a victim who is also a respondent/defendant* Domestic violence victims are sometimes named as respondents or defendants in civil or criminal cases, as a result of improper dual arrests or mutual protective orders. Screening procedures should be based on an evaluation of the applicant's entire history rather than solely on the existence of pending criminal charges or civil protective orders.
- ❑ *Representation of a client on the condition that she seek a protective order or counseling* The victim is in the best position to know what could increase her safety. Legal service providers should provide their clients with options, allowing them to choose which legal remedies and social services are most appropriate. Imposing uniform remedies might compromise victim safety.
- ❑ *Failure to conduct safety planning with clients* Attorney and nonattorney project personnel must routinely review safety planning options with domestic violence clients. Because the danger of violence increases when domestic violence victims separate from their abusers, victims who are seeking legal assistance to separate from their partners can be at great risk. In addition to exercising legal options, it is critical to develop comprehensive safety plans with clients.

## Eligibility for Awards

### A. Eligible Grantees

Eligible grantees for this program are nonprofit organizations, either public or private, that provide legal services to victims of domestic violence or that work with victims of domestic violence who have civil legal needs. State law schools that provide or are planning to provide civil legal assistance to domestic violence victims are also eligible. To be eligible for a grant, applicants other than domestic violence programs, are required to enter into a collaborative working relationship with a nonprofit, nongovernmental domestic violence program from the community to be served. (See *Application Guidelines - Coordination with Nonprofit, Nongovernmental Domestic Violence Program* on page 9 for additional information.)

Only FY 1998 grantees and new applicants are eligible to apply for FY 2000 funding. An applicant may submit only one application per fiscal year. ***An applicant may not submit multiple applications with different project partners in the same fiscal year.***

### B. Types of Applicants

In FY 2000, the Violence Against Women Office (VAWO) will accept applications for the

Domestic Violence Victims' Civil Legal Assistance Grants program from domestic violence programs, *existing* legal services programs and for *new or planned* legal services programs. Projects that utilize innovative practices, target underserved communities, and/or extend an existing legal service program will receive priority consideration.

## Availability of Funds

### A. Award Period

The award period for new and continuation grants will be 18 months. Budgets must reflect 18 months of project activity.

### B. Award Amount

Due to limited funding, it is unlikely that OJP will make awards in excess of \$350,000. Applicants should carefully consider the resources needed to successfully implement the project proposed and present a realistic budget that accurately reflects project costs. Continuation budgets should be based on FY 1998 budget amounts. OJP has the right to make grants for greater or lesser amounts than requested, and to negotiate the scope of work with applicants prior to award of a grant.

### C. Future Funding

The Domestic Violence Victims' Civil Legal Assistance Grant Program is a discretionary grant program. There is no guarantee of continuation funding. While the OJP will make every effort to provide continuation funding to successful projects, grant recipients should plan for institutionalization and maintenance of project activities in the absence of continued federal support. In FY 2000, all applicants are required to include an outline of a plan describing how the costs of sustaining projects currently receiving VAWO support will be gradually absorbed by states, tribes, and local communities over time.

## Program Guidelines

### A. Exclusive Provision of Services to Domestic Violence Victims

All applicants for Civil Legal Assistance Grants are required to ensure that services supported by these funds will be provided to **domestic violence victims**, not to other clients who seek the same legal services but who are not victims of domestic violence.

The office of Justice Programs recognizes that the client base of most direct legal services providers includes more than domestic violence victims. Any organization that has this broader client base must develop, with input from a local domestic violence program, a conflict screening

process that will ensure that no civil or criminal legal matter is handled for the abuser of a client

**B. Coordination with STOP Formula Grant Program and Other Federal Efforts**

To ensure the consistency of state goals with respect to reducing violence against women, states are encouraged to administer this Program through the same agency that administers the STOP Violence Against Women Formula Grant funds, unless there is a compelling reason to place responsibility with a different agency. Applicants are required to submit a copy of their applications to the State agency that administers the STOP Formula Grant Program. In addition, applicants must indicate whether this project falls within the scope of the state's STOP and Byrne Formula Grant statewide strategies. Lists of STOP and Byrne State agencies can be found in Appendices F and G, respectively.

**C. Violence Against Women Office Technical Assistance Program**

Grant recipients must agree to work closely with staff from OJP's Violence Against Women Office and OJP designated contractors providing technical assistance. Grant recipients will be asked to identify advocates from local domestic violence programs, legal advocates, attorneys, law enforcement officers, prosecutors, judges, and other representatives from the criminal justice system and the community to participate in institutes, workshops, and other technical assistance events. As participation in technical assistance events will often involve out-of-state travel, applicants are required to include funds in the project budget to support travel costs associated with these activities.

**D. Coordination with Nonprofit, Nongovernmental Domestic Violence Programs**

All applicants are required to enter into formal, respectful collaborations with nonprofit, nongovernmental organizations serving domestic violence victims. Domestic violence advocates must be involved in the development and implementation of the project.

**E. Information Collection**

Grantees must collect and maintain data that measure the impact of services provided to domestic violence victims. Specifically, OJP is seeking baseline data to illustrate the impact before and after implementation of any grant-supported services. Additionally, an analysis of how the project's work is integrated with other VAWO funded community projects is required where applicable.

## **Administrative Requirements**

**A. Assurances**

This package includes a list of assurances that the applicant must comply with to receive federal funds under this program. It is the responsibility of the recipient of the federal funds to fully understand and comply with these requirements. Failure to comply may result in the withholding of funds, termination of the award, or other sanctions.

**B. Purchase of American-Made Equipment and Products**

To the greatest extent practicable, all equipment and products purchased with grant funds should be American-made as required by the FY 1997 Appropriations Act.

**C. Supplanting Prohibition**

An applicant may not use federal funds to reduce and/or replace state and local funds thereby reducing the total amount available for the stated project.

**D. Human Subject Testing**

The Department of Justice (DOJ) is a signatory to the federal policy on protection of human subjects of research, the "Common Rule." DOJ's incorporation of the Common Rule is set forth in 28 CFR Part 46 - Protection of Human Subjects, which requires that research involving human subjects be submitted to an independent review board for approval and that informed consent procedures be followed. The policies set forth in 28 CFR Part 46 apply to all research involving human subjects conducted, supported or otherwise subject to regulation by any federal department or agency that has adopted the Common Rule. Federal funds may not be expended for research involving human subjects unless the requirements of this policy have been satisfied, if the research is not covered by an exemption set forth in 28 CFR section 46.101(b)(1).

The applicant must indicate whether the project or activity in its application includes research that may involve human subjects, as defined in 28 CFR Part 46.

**E. Certification Regarding Lobbying; Debarment, Suspension, and Other Responsibility Matters; and Drug-Free Workplace Requirements**

The applicant must agree to the *Certification Regarding Lobbying, Debarment, Suspension, and Other Responsibility Matters; and Drug-Free Workplace Requirements* forms. The applicant must agree to comply with the following requirements:

1. **Lobbying:** The applicant and its subgrantees, contractors, and subcontractors will not use federal funds for lobbying and will disclose any lobbying activities.
2. **Debarment:** The applicant and its principals have not been debarred or suspended from federal benefits and/or no such proceedings have been initiated against them;

have not been convicted of, indicted for, or criminally or civilly charged by a government entity for fraud, violation of antitrust statutes, embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property; and have not had a public transaction terminated for cause or default.

3. **Drug-Free Workplace:** The applicant will provide or continue to provide a drug-free workplace. Signing this form commits the applicant to compliance with the certification requirements under 28 CFR Part 69, New Restrictions on Lobbying, and 28 CFR 67, Governmentwide Debarment and Suspension (Nonprocurement) and Governmentwide Requirements for Drug-Free Workplace (Grants). The certification will be treated as a material representation of the fact on which the U.S. Department of Justice will rely in making awards.

#### **F. Single Point of Contact Review**

Executive Order 12372 requires applicants from state and local units of government or other organizations providing services within a state to submit a copy of the application to the state single point of contact (SPOC), if one exists, and if this program has been selected for review by the state. Applicants must contact the State SPOC to determine if the program has been selected for State review. The date that the application was sent to the SPOC or the reason such submission is not required should be entered in block 16 on the *Application for Federal Assistance*, SF-424.

#### **G. Civil Rights Compliance**

All recipients of federal grant funds are required to comply with nondiscrimination requirements contained in federal laws. In the event that a court or administrative agency makes a finding of discrimination on grounds of race, color, religion, national origin, gender, disability, or age against a recipient of funds after a due process hearing, the recipient must agree to forward a copy of the finding to the Office for Civil Rights of the Office of Justice Programs. All applicants should read the *Assurances* required with the application funds to understand the applicable legal and administrative requirements.

## **Reporting Requirements**

#### **A. Financial Status Report**

Financial status reports (SF 269-A) are due quarterly on the 45th day following the end of each calendar quarter. A report must be submitted every quarter the award is active even if there has been no financial activity during the reporting period. The final report is due 120 days after the end date of the award. Future awards and fund drawdowns will be withheld if the financial status reports are delinquent.

## **B. Single Audit Report**

Recipients who expend \$300,000 or more of federal funds during their fiscal year are required to submit an organization-wide financial and compliance audit report. The audit must be performed in accordance with the U.S. General Accounting Office Government Auditing Standards.

## **C. Semiannual Progress Report**

Recipients of funding are required to submit semiannual progress reports. The progress reports describe activities during the reporting period and the status or accomplishment of objectives as set forth in the approved application for funding. Progress reports must be submitted within 30 days after the end of the reporting periods, which are January 1 through June 30 and July 1 through December 31 for the life of the award. A final report, which provides a summary of progress toward achieving the goals and objectives of the award, significant results, and any products developed under the award, is due 120 days after the end date of the award. Report format will be provided to the recipient by the Office of Justice Programs. Future awards and fund drawdowns may be withheld if the progress reports are delinquent.

# **Suspension or Termination of Funding**

The Office of Justice Programs may suspend funding in whole or in part, terminate funding, or impose another sanction on a recipient for the following reasons:

- # Failure to comply substantially with the requirements or statutory objectives of the Violence Against Women Act of 1994, program guidelines issued thereunder, or other provisions of Federal law.
- # Failure to make satisfactory progress toward the goals or strategies set forth in this application.
- # Failure to adhere to the requirements in the agreement, standard conditions, or special conditions.
- # Proposing or implementing substantial plan changes to the extent that, if originally submitted, the application would not have been selected for funding.
- # Filing a false certification in this application or other report or document.
- # Other good cause shown.

Before imposing sanctions, the Office of Justice Programs will provide reasonable notice to the recipient of its intent to impose sanctions and will attempt informally to resolve the problem. Hearing and appeal procedures will follow those in Department of Justice regulations described in



## Application Content

Under the new Grants Management System (GMS), the SF-424, project narrative, budget and budget narrative and other forms will be submitted online. New and continuation applications, for the purposes of this program, must include the following:

**1. Application for Federal Assistance (SF-424)**

The SF-424 will be filled out online through the GMS. The Catalog of Federal Domestic Assistance number for this program is 16.589, and the title is Domestic Violence Victims' Civil Legal Assistance Grants Program. The federal cognizant audit agency and fiscal year of the applicant organization should be listed in block 11 of the form.

**2. Summary Data Sheet**

On one page, please identify the service provider(s) and domestic violence victim advocacy organizations involved in the project; indicate which of the special interest categories your application addresses; and identify any IOLTA funds and other grants you are currently administering or for which you have applied from other components of the Office of Justice Programs, other federal agencies, or the Legal Services Corporation.

**3. Abstract**

A one-page summary describing the proposed project and how it would address the unmet civil legal needs of domestic violence victims should be provided.

**4. Program Narrative**

The project narrative may not exceed 12 double-spaced, typed pages on 8 ½ x 11 inch paper. Margins must not be less than one inch and type no smaller than 12 point and 12 characters per inch must be used. The narrative should include the following:

**a. Impact of the Project (not to exceed one page)**

*Continuation applicants (only)*, please describe the impact of the current project on your state, tribe, or community, including descriptions of systems and attitudinal changes that have occurred as a result of VAWA grants. Please provide a description that illustrates the "before and after" impact of the existing project, including any data on how grant funds have impacted the number of 911 calls, arrests, dual arrests, prosecution and dismissal of domestic violence and child abuse cases, conviction rates, recidivism, and domestic homicide.

**b. Status of the Current Project (not to exceed two pages):**

*Continuation applicants (only)*, should describe what has been accomplished by the current project, including 1) a list of the goals and objectives for the original project describing the status of each; 2) the status of any project products; 3) unanticipated obstacles to project implementation.

c. **Need for the Project (not to exceed one page):**

This section should briefly 1) describe the problem to be addressed and how funding would alleviate it; 2) identify the target population and state how the target population would benefit from the proposed project; and 3) describe the communities in which the project would be implemented, including location, population, and other relevant demographic information.

d. **What Will be Done (not to exceed four pages):**

This section should detail the project goals and objectives, describing the specific tasks and activities necessary for accomplishing each and including a time frame that identifies when activities will be accomplished. Continuation grants must be based on the original project goals, objectives, and activities. The applicant should describe how additional funding will continue and/or enhance the existing project.

e. **Who Will Implement the Project (not to exceed one page):**

All applicants must identify the agency(ies) or office(s) responsible for carrying out the project. This section should clearly identify all of the project partners, specifying their respective roles and responsibilities and the collaborative relationship to be developed/enhanced among components of the criminal justice system practitioners, domestic violence advocates, health care providers, child protection workers, and other community service providers.

All applications must include the required Memorandum of Understanding (see enclosed description) as a separate attachment to the application. Signed MOU's must be faxed separately to Krista Blakeney-Mitchell or Corrin Ferber at 202-305-2589.

A description of the expertise or experience of key staff should also be included. Position descriptions and resumes that are available should be appended to the application.

f. **The Products (not to exceed one page):**

This section should describe the products, if any, that will be generated and how they could be used to assist other communities in addressing the legal needs of domestic violence victims. Grantees will be required to submit all products to the Violence Against Women Office for review prior to public release.

g. **How Success Will be Measured(not to exceed one page):**

This section should describe the criteria that would be used to evaluate the project's effectiveness. It should explain how the evaluation would be conducted and identify the specific data collection and analysis techniques to be used. The evaluation should be designed to provide an objective assessment of the effectiveness or impact of the procedures, technology, or services supported with grant funds. Whenever appropriate, the evaluation process should be designed to provide ongoing or periodic feedback on the effectiveness or utility of particular programs, educational offerings, or achievements, which could then be further refined as a result of the evaluation process.

As a special condition to the award, grantees will be required to collect and maintain data that measure the impact of the programs. Specifically, OJP is seeking data that include baseline information to illustrate the impact before and after implementation of the program.

h. **Related Federal Projects:**

To facilitate better coordination with the STOP Violence Against Women Formula Grants Program and those of other federal agencies, each applicant must show how the proposed project would complement other initiatives supported with Federal funds. Applicants are required to provide the following information in the application:

- 1) A list of active federal grant awards (from the Department of Justice or otherwise) already supporting this or related efforts,<sup>4</sup> including the program or project title; the federal grantor agency; the federal award amount; and a very brief description of its purpose.
- 2) Information on any pending application/s for federal money for this or related efforts.
- 3) How existing efforts would be coordinated with the funding sought through this application.

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<sup>4</sup>*Related efforts* is defined for these purposes as for:

- the same purpose (i.e., the proposed award would supplement, expand, complement, or continue activities funded with other Federal grants);
- another phase or component of the same program/project (e.g., to implement a planning effort funded by other Federal monies, or to provide a substance abuse treatment or education component within a criminal justice project); and/or
- providing services of some kind (e.g., technical assistance, research, evaluation) to the program/project described in this application.

4) How the proposed project complements the state's STOP Violence Against Women Implementation Plan and Byrne Formula Grant Statewide Strategy (lists of state STOP and Byrne agencies are in Appendices F and G, respectively). Note: Applications that do not fall within the scope of these statewide strategies will not be disqualified from the review process.

## 5. Budget and Budget Narrative

Each application must include a detailed budget and budget narrative for the project. The budget must be complete, reasonable, and cost-effective in relation to the proposed project. The budget should provide the basis for the computation of all project-related costs. It should cover the cost of all components of the project and clearly identify costs attributable to the project evaluation. There must be a clear link between the proposed activities and the proposed budget items. In developing the budget, applicants should bear in mind that all partners should be fairly compensated for their participation in any project-related activities, including but not limited to compensation for time and travel expenses to attend or provide training and/or mentoring. **The budget must include compensation for services rendered by all partners, including nonprofit, nongovernmental domestic violence victim programs (e.g., shelters and advocacy organizations). Match is not required for this grant program** but applicants are encouraged to maximize the impact of federal grant dollars by contributing to the costs of their projects. Supplemental contributions may be cash, in-kind services, or a combination of both. Due to limited funding, it is unlikely that OJP will make awards in excess of \$350,000. Applicants should carefully consider the resources needed to successfully implement the project proposed and present a realistic budget that accurately reflects project costs. Continuation budgets should not greatly exceed FY 1998 budgets.

Consultant rates in excess of \$450 per day require prior approval by the Violence Against Women Office.

**All applicants must include a line item in their budgets allocating funds (\$15,000 for statewide and tribal consortium projects, and \$10,000 for local and individual tribal projects) for travel costs associated with technical assistance and capacity-building activities (e.g., training institutes, site consultations, audio- and video-conferences) sponsored by OJP-designated technical assistance providers.)** This amount should be included in the “*travel*” category.

Applicants are also urged to include funds in their budgets to attend financial management training seminars sponsored by the Office of the Comptroller, Office of Justice Programs. These seminars instruct participants in the financial administration of Office of Justice Programs formula and discretionary grant programs.

A *Budget Detail Worksheet* is included in this package. You will submit your budget and budget narrative online, however, when preparing these items, please use the budget worksheet as a guide, including all the required budget categories, as needed. The budget should describe clearly:

- a. The proposed amount and uses of grant funds over the grant period
- b. How the amounts of the specific budget items were determined

## 6. Memorandum of Understanding

Each application must include, as an attachment, a current (i.e., signed and dated in calendar year 2000) Memorandum of Understanding (MOU) developed and **signed by the chief executive officers and/or directors** of all participating agencies including nonprofit, nongovernmental domestic violence programs and legal services programs. *See Sample MOU at Appendix G.* The Memorandum of Understanding must:

- ▶ provide a brief history of the collaborative relationship between the partners, including when and under what circumstances the relationship began and when each partner joined the collaboration;
- ▶ describe any changes in the collaboration, including an explanation or description of any new or additional partners that have been added, or any partners that would no longer participate;
- ▶ specify the extent of each party's participation in developing the application;
- ▶ clearly state the roles and responsibilities each organization or agency will assume to ensure the success of the proposed project;
- ▶ identify the representatives of the planning and development team who will be responsible for planning, developing and implementing project activities and describe how they will work together and how they will work with project staff;
- ▶ demonstrate a commitment on the part of all partners to work together to achieve stated project goals;
- ▶ indicate approval of the proposed project budget by all signing parties; and
- ▶ describe the resources each partner will contribute to the project either through time, in-kind contribution or with the use of grant funds (for example, office space, project staff, training).

Letters of support may not be submitted in lieu of the memorandum of understanding.

After electronic submission of an application and after receiving a submission approval and application number, signed Memoranda of Understanding must be faxed separately to 202-305-2589.

## 7. Assurances (Form 4000/3) and *Certifications Regarding Lobbying; Debarment,*

***Suspension, and Other Responsibility Matters; and Drug-Free Workplace Requirements*** (Form 4061/6)

Review the enclosed forms. You will be agreeing to these assurances and certifications when you submit your application online through the Grants Management System (GMS).

**8. Letter of Nonsupplanting**

A letter must accompany the application certifying that federal funds will not be used to supplant state and/or local funds should a grant award be made. (see *Administrative Requirements - Supplanting Prohibition*). Signed letters must be faxed separately to 202-305-2589.

## **Review Process**

The Violence Against Women Office (VAWO) of the Office of Justice Programs (OJP) will convene expert panels to review all applications, using the selection criteria set forth below. Applications that best meet the selection criteria will also be reviewed by staff. Based on the panel recommendations and staff analysis of the applications, the Assistant Attorney General of OJP will make final funding decisions.

## **Selection Criteria**

All applications for grants will be rated on the basis of the criteria set forth below:

- ◆ The application clearly demonstrates development and implementation of a program, by or in collaboration with a domestic violence victim advocacy organization, that is designed to respond to the civil legal needs of domestic violence victims.
- ◆ The proposal addresses one or more of the special interest categories outlined in this solicitation.
- ◆ The application addresses a need that is consistent with the statutory purpose of the Domestic Violence Victims' Civil Legal Assistance Grants program.

## **How to Apply**

This year the Office of Justice Programs (OJP) requires you to submit your application for funding through the new OJP user friendly **Grants Management System (GMS)**. Access

through the Internet to this online application system will expedite and streamline the receipt, review, and processing of your request for funding.

**In FY 2000, all applications for OJP Program Office funding will only be accepted electronically through GMS.**

To learn how to begin your online application process, please see the *Quick-Start Guide to Using GMS*. See page 20. A toll-free telephone number has been established for you to receive technical assistance as you work through the online application process, 1-888-549-9901.

Applicants are also encouraged to submit nonbinding letters of intent (included in Appendix G) to the Violence Against Women Office by **March 1, 2000**. This will help the us establish the appropriate number of peer review panels needed to review applications, and to screen for potential conflicts of interest. **Letters of intent only** should be sent by fax to (202) 305-2589. Applications **will not** be accepted by fax.

**Applications will be accepted immediately but must be received no later than April 3, 2000.**

## ***Quick-Start Guide to Using the Office of Justice Programs Online Grants Management System***

- ◆ **Step 1.** Using your established Internet account (\*if you do not have one, see directions below), go to **[www.ojp.usdoj.gov/fundopps.htm](http://www.ojp.usdoj.gov/fundopps.htm)**. **An online GMS Applicant User's Manual is available on this page, and you may link directly** to the OJP Grants Management System (GMS) which will provide online "help" screens
- ◆ **Step 2.** Select "**Logon to the Grants Management System (GMS)**" to apply for OJP Program Office Grant Funding
- ◆ **Step 3.** Click on "**New User? Register Here**"
- ◆ **Step 4.** Follow the onscreen instructions to **register** with the GMS system. After registration, you will **receive confirmation through email** from the Violence Against Women Office that you are eligible to submit an application.
- ◆ **Step 5.** To **submit** your application online, complete the instructions for filling out the 424/Application for Federal Assistance, attach and upload your budget narrative, budget detail, and program narrative in either word processing or spreadsheet files. After submission, you will **receive confirmation through email** that OJP has received your application and you will be given an **application number** for future reference. **For documents that you can not submit electronically through GMS (i.e., Indirect Cost Agreements, MOU/MOAs, support letters), please fax these referencing your application number and grant program to 202/305-2589.**

*\*If you do not already have an Internet account, you must establish one in order to apply online for Office of Justice Programs funding. To do this, call the GMS Hotline at 1-888-549-9901 for assistance.*



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## **APPENDIX A**

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### **Letter of Intent**

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## Letter of Intent

Dear OJP's Violence Against Women Office:

I intend to apply for funds under the Domestic Violence Victims' Civil Legal Assistance Grant Program.

**Name:** \_\_\_\_\_

—

**Date:** \_\_\_\_\_

**Position:** \_\_\_\_\_

—

**Organization:** \_\_\_\_\_

—

**Address:** \_\_\_\_\_

—

\_\_\_\_\_

—

**City/State/ZIP:** \_\_\_\_\_

—

**Phone:** \_\_\_\_\_

**FAX:** \_\_\_\_\_

**E-mail:** \_\_\_\_\_

Please FAX to 202/305-2589 or use self-mailer on reverse side.  
**Please submit by March 1, 2000.**

***TO:***  
**Violence Against Women Office**  
**Office of Justice Programs**  
**810 Seventh Street, N.W.,**  
**Washington, DC 20531**

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## **APPENDIX B**

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### **Standard Application Form and Sample Completed Cover Sheet (Form SF-424)**

OMB Approval No. 0348-0043

| APPLICATION FOR FEDERAL ASSISTANCE  |             | 2. DATE SUBMITTED  |   | Applicant Identifier         |                     |
|---|-------------|--|---|------------------------------|---------------------|
| 1. TYPE OF SUBMISSION:<br><i>Application</i><br><input type="checkbox"/> Construction<br><input type="checkbox"/> Non-Construction<br><i>Preapplication</i><br><input type="checkbox"/> Construction<br><input type="checkbox"/> Non-Construction   |             | 3. DATE RECEIVED BY STATE  |   | State Application Identifier |                     |
|   |             | 4. DATE RECEIVED BY FEDERAL AGENCY   |   | Federal Identifier           |                     |
| 5. APPLICANT INFORMATION  |             |  |   |                              |                     |
| Legal Name:   |             |  | Organizational Unit:  |                              |                     |
| Address (give city, county, state and zip code):  |             |  | Name and telephone number of the person to be contacted on matters involving the application (give area code)   |                              |                     |
| 6. EMPLOYER IDENTIFICATION (EIN)<br><div><div></div><div></div><div>-</div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div>  |             |  | 7. TYPE OF APPLICANT: (enter appropriate letter in box) <input type="checkbox"/><br><div><div>A. State</div><div>B. County</div><div>C. Municipal</div><div>D. Township</div><div>E. Interstate</div><div>F. Intermunicipal</div><div>G. Special District</div><div>H. Independent School Dist.</div><div>I. State Controlled Institution of Higher Learning</div><div>J. Private Industry</div><div>K. Indian Tribe</div><div>L. Individual</div><div>M. Profit Organization</div><div>N. Other (specify): _____</div></div> |                              |                     |
| 8. TYPE OF APPLICATION:<br><input type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision<br>If Revision, enter appropriate letter(s) in box(es): <input type="checkbox"/> <input type="checkbox"/><br><div><div>A. Increase Award</div><div>B. Decrease Award</div><div>C. Increase Duration</div><div>D. Decrease Duration</div><div>Other (specify): _____</div></div> |             |  | 9. NAME OF FEDERAL AGENCY:  |                              |                     |
| 10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER: <div><div></div><div></div><div>-</div><div></div><div></div><div></div></div><br>TITLE:   |             |  | 11. DESCRIPTIVE TITLE OF APPLICANTS PROJECT:  |                              |                     |
| 12. AREAS AFFECTED BY PROJECT (cities, counties, states, etc.):   |             |  |   |                              |                     |
| 13. PROPOSED PROJECT:   |             | 14. CONGRESSIONAL DISTRICTS OF:  |   |                              |                     |
| Start Date  | Ending Date | a. Applicant   |   | b. Project                   |                     |
| 15. ESTIMATED FUNDING:  |             | 16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?   |   |                              |                     |
| a. Federal  | \$ .00      | a. YES, THIS PREAPPLICATION/APPLICATIN WAS MADE A VAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON:<br><br>DATE _____ |   |                              |                     |
| b. Applicant  | \$ .00      | b. NO, <input type="checkbox"/> PROGRAM IS NOT COVERED BY E.O. 12372   |   |                              |                     |
| c. State  | \$ .00      | <input type="checkbox"/> OR PROGRAM HAS NOT BEEN SELECTED BY STATE FOR REVIEW  |   |                              |                     |
| d. Local  | \$ .00      |  |   |                              |                     |
| e. Other  | \$ .00      |  |   |                              |                     |
| f. Program Income   | \$ .00      | 17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT?   |   |                              |                     |
| g. TOTAL  | \$ .00      | <input type="checkbox"/> Yes    If "Yes," attach an explanation. <input type="checkbox"/> No   |   |                              |                     |
| 18. TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION/PREAPPLICATION ARE TRUE AND CORRECT, THE DOCUMENT HAS BEEN DULY AUTHORIZED BY THE GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES IF THE ASSISTANCE IS AWARDED  |             |  |   |                              |                     |
| a. Typed Name of Authorized Representative  |             |  | b. Title  |                              | c. Telephone number |
| d. Signature of Authorized Representative   |             |  |   |                              | e. Date Signed      |

## Instructions for Completion of the Application for Federal Assistance (SF 424)

The Application for Federal Assistance is a standard form used by most federal agencies. This form contains 18 different items which are to be completed before submission. All applications should include a completed and signed SF 424.

| Item | Instructions  |
|------|---|
| 1    | <b>Type of Submission:</b> If this proposal is not for construction or building purposes, check the “Non-Construction” box in the application section.  |
| 2    | <b>Date Submitted:</b> Indicate the date you sent the application to OJP. The “Application Identifier” is the number assigned by your jurisdiction, if any, to track applications. If your jurisdiction does not assign an identifier number, leave this space blank.   |
| 3    | <b>Date Received by State:</b> Leave blank. This item is completed by the State single point of contact, if applicable.   |
| 4    | <b>Date Received by Federal Agency:</b> Leave blank. This item will be completed by OJP.  |
| 5    | <b>Applicant Information:</b> The “Legal Name” is the unit of government of the parent organization. For example, the primary or parent organization of a law enforcement agency is the name of the city or township. Thus the city or township should be entered into the Legal Name box and the name of the law enforcement agency would be entered into the Organizational Unit box. Designate one person as the contact and include their telephone number. It is not unusual for the name of the contact person to differ from the authorized representative in Item 18 below. |
| 6    | <b>Employer Identification Number:</b> Each employer receives an employer identification number from the Internal Revenue Service. Generally, this number can be easily obtained from your agency’s accountant or comptroller.  |
| 7    | <b>Type of Applicant:</b> Enter the appropriate letter in this space. If the applicant is representing a consortium of agencies, specify by checking Block N and entering “consortium”.   |
| 8    | <b>Type of Application:</b> Check either “new” or “continuation”. Check “new”, if this will be your first award for the purpose described in the application, even if the applicant has received prior awards for other purposes. Check “continuation”, if the project will continue activities of a project, including minor modifications, or implement the next phase of a project that was begun under a prior award.   |
| 9    | <b>Name of Federal Agency:</b> Type in the name of the awarding agency, “[insert agency name]”  |
| 10   | <b>Catalog of Federal Domestic Assistance Number:</b> This would be contained in the program announcement. The number for this program would be [insert number].  |
| 11   | <b>Descriptive Title of Applicant’s Project:</b> Type in the: (1) title of the program as it appears in the solicitation or announcement; (2) name of the cognizant Federal agency, ex. U.S. Department of Education; and (3) applicant’s fiscal year, i.e. twelve month audit period, ex. 10/1/97 - 9/30/98.   |
| 12   | <b>Areas Affected by Project:</b> Identify the geographic area(s) of the project. Indicate “Statewide” or “National”, if applicable.  |
| 13   | <b>Proposed Project Dates:</b> Fill in the proposed begin and end dates of the project. These dates may be adjusted by the Office of Justice Programs when the award is made.   |
| 14   | <b>Congressional Districts:</b> Fill in the Congressional Districts in which the project will be located as well as the Congressional District(s) the project will serve. Indicate “Statewide” or “National”, if applicable.  |
| 15   | <b>Estimated Funding:</b> In line “a”, enter the Federal funds requested, not to exceed the dollar amount allocated in the program announcement. Indicate any other resources that will be available to the project and the source of those funds on lines “b-f,” as appropriate.   |
| 16   | <b>State Executive Order 12372:</b> Some states require you to submit your application to a State “Single Point of Contact” (SPOC) to coordinate applications for Federal funds within the state. If your State requires a copy of your application, indicate the date submitted. If a copy is not required, indicate the reason. (Refer to the “Administrative Requirements” section of the program announcement, for more information.) The SPOC is not responsible for forwarding your application to the Federal awarding agency.   |
| 17   | <b>Delinquent Federal Debt:</b> This question applies to the applicant organization. Categories of debt include delinquent audit allowances, loans, and taxes.  |
| 18   | <b>Authorized Representative:</b> Type in the name of the person legally authorized to enter into agreements on behalf of your agency. The signature on the original application must be signed in blue ink and/or stamped as “original” to help distinguish the original from the photocopies.   |





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## **APPENDIX C**

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### **Assurances (Form 4000/3)**

## ASSURANCES

The Applicant hereby assures and certifies compliance with all Federal statutes, regulations, policies, guidelines and requirements, including OMB Circulars No. A-21, A-110, A-122, A-128, A-87; E.O. 12372 and Uniform Administrative Requirements for Grants and Cooperative Agreements—28 CFR, Part 66, Common rule, that govern the application, acceptance and use of Federal funds for this federally-assisted project. Also the Applicant assures and certifies that:

1.It possesses legal authority to apply for the grant; that a resolution, motion or similar action has been duly adopted or passed as an official act of the applicant's governing body, authorizing the filing of the application, including all understandings and assurances contained therein, and directing and authorizing the person identified as the official representative of the applicant to act in connection with the application and to provide such additional information may be required.

2.It will comply with requirements of the provisions of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 (P.L. 91-646) which provides for fair and equitable treatment of persons displaced as a result of Federal and federally-assisted programs.

3.It will comply with provisions of Federal law which limit certain political activities of employees of a State or local unit of government whose principal employment is in connection with an activity financed in whole or in part by Federal grants. (5 USC 1501, et seq.)

4.It will comply with the minimum wage and maximum hours provisions of the Federal Fair Labor Standards Act

5.It will establish safeguards to prohibit employees from using their positions for a purpose that is or gives the appearance of being motivated by a desire for private gain for themselves or others, particularly those with whom they have family, business, or other ties.

6.It will give the sponsoring agency or the Comptroller General, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the grant.

7.It will comply with all requirements imposed by the Federal sponsoring agency concerning special requirements of law, program requirements, and other administrative requirements.

8.It will insure that the facilities under its ownership, lease or supervision which shall be utilized in the accomplishment of the project are not listed on the Environmental Protection Agency's (EPA) list of Violating Facilities and that it will notify the Federal grantor agency of the receipt of any communication from the Director of the EPA Office of Federal Activities indicating that a facility to be used in the project is under consideration for listing by the EPA.

9.It will comply with the flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973, Public Law 93-234, 87 Stat. 975, approved December 31, 1976, Section 102(a) requires, on and after March 2, 1975, the purchase of flood insurance in communities where such insurance is available as a condition for the receipt of any Federal financial assistance for construction or acquisition purposes for use in any area that has been identified by the Secretary of the Department of Housing and Urban Development as an area having special flood hazards. The phrase "Federal financial assistance" includes any form of loan, grant, guaranty, insurance payment, rebate, subsidy, disaster assistance loan or grant, or any other form of direct or indirect Federal assistance.

14.It will assist the Federal grantor agency in its compliance with Section 106 of the National Historic Preservation Act of 1966 as amended (16 USC 470), Executive Order 11593, and the Archeological and Historical Preservation Act of 1966 (16 USC 569a-1 et seq.) by (a) consulting with the State Historic Preservation Officer on the conduct of Investigations, as necessary, to identify properties listed in or eligible for inclusion in the National Register of Historic Places that are subject to adverse effects (see 36 CFR Part 800.8) by the activity, and notifying the Federal grantor agency of the existence of any such properties and by (b) complying with all requirements established by the Federal grantor agency to avoid or mitigate adverse effects upon such properties.

11.It will comply, and assure the compliance of all its subgrantees and contractors, with the applicable provisions of Title I of the Omnibus Crime Control and Safe Streets Act of 1968, as amended, the Juvenile Justice and Delinquency Prevention Act, or the Victims of Crime Act, as appropriate; the provisions of the current edition of the Office of Justice Programs Financial and Administrative Guide for Grants, M7100.1; and all other applicable Federal laws, orders, circulars, or regulations.

12.It will comply with the provisions of 28 CFR applicable to grants and cooperative agreements including Part 18, Administrative Review Procedure; Part 20, Criminal Justice Information Systems; Part 22, Confidentiality of Identifiable Research and Statistical Information; Part 23, Criminal Intelligence Systems Operating Policies; Part 30, Intergovernmental Review of Department of Justice Programs and Activities; Part 42, Nondiscrimination/Equal Employment Opportunity Policies and Procedures; Part 61, Procedures for Implementing the National Environmental Policy Act; Part 63, Floodplain Management and Wetland Protection Procedures; and Federal laws or regulations applicable to Federal Assistance Programs.

13.It will comply, and all its contractors will comply, with the non-discrimination requirements of the Omnibus Crime Control and Safe Streets Act of 1968, as amended, 42 USC 3789(d), or Victims of Crime Act (as appropriate); Title VI of the Civil Rights Act of 1964, as amended; Section 504 of the Rehabilitation Act of 1973, as amended; Subtitle A, Title II of the Americans with Disabilities Act (ADA) (1990); Title IX of the Education Amendments of 1972; the Age Discrimination Act of 1975; Department of Justice Non-Discrimination Regulations, 28 CFR Part 42, Subparts C,D,E, and G; and Department of Justice regulations on disability discrimination, 28 CFR Part 35 and Part 39.

14.In the event a Federal or State court or Federal or State administrative agency makes a finding of discrimination after a due process hearing on the grounds of race, color, religion, national origin, sex, or disability against a recipient of funds, the recipient will forward a copy of the finding to the Office for Civil Rights, Office of Justice Programs.

15.It will provide an Equal Employment Opportunity Program if required to maintain one, where the application is for \$500,000 or more.

16.It will comply with the provisions of the Coastal Barrier Resources Act (P.L. 97-348) dated October 19, 1982 (16 USC 3501 et seq.) which prohibits the expenditure of most new Federal funds within the units of the Coastal Barrier Resources System. .

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## **APPENDIX D**

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**Certifications Regarding Lobbying, Debarment, Suspension  
and Other Responsibility Matters; and Drug-Free Workplace Requirements  
(Form 4061/6)**



U.S. DEPARTMENT OF JUSTICE  
OFFICE OF JUSTICE PROGRAMS  
OFFICE OF THE COMPTROLLER

## CERTIFICATIONS REGARDING LOBBYING; DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS; AND DRUGFREE WORKPLACE REQUIREMENTS

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature of this form provides for compliance with certification requirements under 28 CFR Part 69, "New Restrictions on Lobbying" and 28 CFR Part 67, "Government-wide Debarment and Suspension (Nonprocurement) and Government-wide Requirements for Drug-Free Workplace (Grants)." The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Department of Justice determines to award the covered transaction, grant, or cooperative agreement.

### 1. LOBBYING

As required by Section 1352, Title 31 of the U.S. Code, and implemented at 28 CFR Part 69, for persons entering into a grant or cooperative agreement over \$100,000, as defined at 28 CFR Part 69, the applicant certifies that:

(a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;

(b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form LLL, "Disclosure of Lobbying Activities," in accordance with its instructions;

(c) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all sub-recipients shall certify and disclose accordingly.

### 2. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS (DIRECT RECIPIENT)

As required by Executive Order 12549, Debarment and Suspension, and implemented at 28 CFR Part 67, for prospective participants in primary covered transactions, as defined at 28 CFR Part 67, Section 67.510, -

A. The applicant certifies that it and its principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency;

(b) Have not within a three-year period preceding this application been convicted of or had a civil judgement rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local)

transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and

(d) Have not within a three year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default; and

B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

### 3. DRUGFREE WORKPLACE (GRANTEES OTHER THAN INDIVIDUALS)

As required by the DrugFree Workplace Act of 1988, and implemented at 28 CFR Part 67, Subpart F, for grantees, as defined at 28 CFR Part 67, Sections 67.615 and 67.620 —

A. The applicant certifies that it will or will continue to provide a drug-free workplace by:

(a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;

(b) Establishing an ongoing drugfree awareness program to inform employees about —

(1) The dangers of drug abuse in the workplace;

(2) The grantee's policy of maintaining a drugfree workplace;

(3) Any available drug counseling, rehabilitation, and employee assistance programs; and

(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

(c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);

(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will—

(1) Abide by the terms of the statement; and

(2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

(e) Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to: Department of Justice, Office of Justice Programs, ATTN: Control Desk, 633 Indiana Avenue, N.W., Washington, D.C. 20531. Notice shall include the identification number(s) of each affected grant;

(f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted —

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

(g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

B. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance (Street address, city, county, state, zip code)

Check ☐ if there are workplaces on file that are not identified here.

Section 67, 630 of the regulations provides that a grantee that is a State may elect to make one certification in each Federal fiscal year. A copy of which should be included with each application for Department of Justice funding. States and State agencies may elect to use OJP Form 4061/7.

Check ☐ if the State has elected to complete OJP Form 4061/7.

### DRUG-FREE WORKPLACE (GRANTEES WHO ARE INDIVIDUALS)

As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 67, Subpart F, for grantees, as defined at 28 CFR Part 67; Sections 67.615 and 67.620 —

A. As a condition of the grant, I certify that I will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant; and

B. If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, I will report the conviction, in writing, within 10 calendar days of the conviction, to: Department of Justice, Office of Justice Programs, ATTN: Control Desk, 633 Indiana Avenue, N.W., Washington, D.C. 20531.

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above certifications.

1. Grantee Name and Address:

2. Application Number and/or Project Name

3. Grantee IRS/Vendor Number

4. Typed Name and Title of Authorized Representative

5. Signature

6. Date

# DISCLOSURE OF LOBBYING ACTIVITIES

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352  
(See reverse for public burden disclosure)

|   |   |  |
|---|---|--|
| <b>1. Type of Federal Action:</b><br><input type="checkbox"/> a. contract<br><input type="checkbox"/> b. grant<br><input type="checkbox"/> c. cooperative agreement<br><input type="checkbox"/> d. loan<br><input type="checkbox"/> e. loan guarantee<br><input type="checkbox"/> f. loan insurance   | <b>2. Status of Federal Action:</b><br><input type="checkbox"/> a. bid/offer/application<br><input type="checkbox"/> b. initial award<br><input type="checkbox"/> c. post award | <b>3. Report type:</b><br><input type="checkbox"/> a. initial filing<br><input type="checkbox"/> b. material change<br><b>For Material Change Only:</b><br>year _____ Quarter _____<br>date of last report _____ |
| <b>4. Name and Address of Reporting Entity:</b><br><input type="checkbox"/> Prime <input type="checkbox"/> Subawardee<br>Tier _____, <i>if known</i><br><br>Congressional District, <i>if known</i> :   |   | <b>5. If Reporting Entity in No. 4 is Subawardee, Enter Name and Address of Prime:</b><br><br><br>Congressional District, <i>if known</i> :  |
| <b>6. Federal Department/Agency:</b>  | <b>7. Federal Program Name/Description:</b><br><br>CDFA Number, <i>if applicable</i> : _____  |  |
| <b>8. Federal Action Number, <i>if known</i>:</b>   | <b>9. Award Amount, <i>if known</i>:</b><br>\$ _____  |  |
| <b>10. a. Name and Address of Lobbying Entity<br/>(if individual, last name, first name, MI)</b>  | <b>b. Individuals Performing Services<br/>(including address if different from No. 10a)<br/>(last name, first name, MI)</b>   |  |
| <b>11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of the fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.</b> | <b>Signature:</b> _____<br><b>Print Name:</b> _____<br><b>Title:</b> _____<br><b>Telephone No.:</b> _____ <b>Date:</b> _____  |  |
| <b>Federal Use Only:</b>  |   | Authorized for Local Reproduction<br>Standard Form - LLL   |

## INSTRUCTIONS FOR COMPLETION OF SF-LLL, DISCLOSURE OF LOBBYING ACTIVITIES

This disclosure form shall be completed by the reporting entity, whether subawardee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a Federal action. Use the SF-LLL-A Continuation Sheet for additional information if the space on the form is inadequate. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identifying the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.
- b. Identify the status of the covered Federal action.
3. Identify the appropriate classification of this report. If this is a follow-up report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.
4. Enter the full name, address, city, state and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or subaward recipient. Identify the tier of subawardee, e.g., the first subawardee of the prime is the 1st tier. Subawards include but are not limited to subcontracts, subgrants and contract awards under grants.
5. If the organization filing the report in item 4 checks "subawardee", then enter the full name, address, city, state and zip code of the prime Federal recipient. Include Congressional District, if known.
6. Enter the name of the Federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.
1. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.
8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e.g., Request for Proposal (RFP) number; Invitation for Bid (IFB) number; grant announcement number; the contract, grant or loan award number; the application/proposal control number assigned by the Federal agency). Include prefixes, e.g., "RFP-DE-90-001".
9. For a covered Federal action where there has been an award or loan commitment for the prime entity identified in item 4 or 5.
10. (a) Enter the full name, address, city, state and zip code of the lobbying entity engaged by the reporting entity identified in item 4 to influence the covered Federal action.  
  
(b) Enter the full names of the individual(s) performing services, and include full address if different from 10 (a). Enter Last Name, First Name, and Middle Initial (MI)>
11. The certifying official shall sign and date the form, print his/her name, title, and telephone number.  
Public reporting burden for this collection of information is estimated to average 30 minutes per response including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0046); Washington, D.C. 20503.





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## **APPENDIX E**

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### **Budget Detail Worksheet and Sample Budget**

**OMB Approval  
No. 1121-0188  
Expires 5-98 (Rev.  
12/97)**

## **Budget Detail Worksheet**

**Purpose:** The Budget Detail Worksheet may be used as a guide to assist you in the preparation of the budget and budget narrative. You may submit the budget and budget narrative using this form or in the format of your choice (plain sheets, your own form, or a variation of this form). However, all required information (including the budget narrative) must be provided. Any category of expense not applicable to your budget may be deleted.

**A. Personnel** - List each position by title and name of employee, if available. Show the annual salary rate and the percentage of time to be devoted to the project. Compensation paid for employees engaged in grant activities must be consistent with that paid for similar work within the applicant organization.

**Name/Position**

**Computation**

**Cost**

TOTAL \_\_\_\_\_

**B. Fringe Benefits** - Fringe benefits should be based on actual known costs or an established formula. Fringe benefits are for the personnel listed in budget category (A) and only for the percentage of time devoted to the project. Fringe benefits on overtime hours are limited to FICA, Workman's Compensation, and Unemployment Compensation.

**Name/**

**Position Computation Cost**

-

**TOTAL** \_\_\_\_\_

**Total Personnel & Fringe Benefits** \_\_\_\_\_

**C. Travel** - Itemize travel expenses of project personnel by purpose (e.g., staff to training, to field interviews, to advisory group meeting). Show the basis of computation (e.g., six people to 3- day training at \$X airfare, \$X lodging, \$X subsistence). In training projects, travel and meals for trainees should be listed separately. Show the number of trainees and unit costs involved. Identify the location of travel, if known. Indicate source of travel policies applied: applicant's or federal travel regulations.

**Purpose of**

**Travel Location Item**  
**Computation Cost**

**TOTAL** \_\_\_\_\_

**D. Equipment** - List nonexpendable items that are to be purchased (Note: Organization's own capitalization policy for classification of equipment should be used). Expendable items should be included in the "Supplies" category. Applicants should analyze the cost benefits of purchasing versus leasing equipment, especially high cost items and those subject to rapid technical advances. Rented or leased equipment costs should be listed in the "Contractual" category. Explain how the equipment is necessary for the success of the project. Attach a narrative describing the procurement method to be used.

**Item Computation**

**Cost**

**TOTAL** \_\_\_\_\_

**E. Supplies** - List items by type (e.g., office supplies, postage, training materials, copying paper, and other expendable items, such as books and hand held tape recorders) and show the basis for computation. Generally, supplies include any materials that are expendable or consumed during the course of the project.

**Supply**

**Items Computation**  
**Cost**

**TOTAL** \_\_\_\_\_

**F. Construction** - As a rule, construction costs are not allowable. In some cases, minor repairs or renovations may be allowable. Consult with the program office before budgeting funds in this category.

**Purpose**

**Description of Work**

**Cost**

**TOTAL** \_\_\_\_\_

**G. Consultants/Contractors** - Indicate whether applicant's formal, written procurement policy or the Federal Acquisition Regulations are followed.

**Consultant Fees:** For each consultant enter the name, if known, service to be provided, hourly or daily fee (8-hour day), and estimated time on the project. Consultant fees in excess of \$450 per day require additional justification and prior approval from OJP.

| <u>Name of Consultant</u> | <u>Service Provided</u> | <u>Computation</u> | <u>Cost</u> |
|---------------------------|-------------------------|--------------------|-------------|
|---------------------------|-------------------------|--------------------|-------------|

Subtotal \_\_\_\_\_

**Consultant Expenses:** List all expenses to be paid from the grant to the individual consultant in addition to his or her fees (i.e., travel, meals, lodging)

| <u>Item</u> | <u>Location</u> | <u>Computation</u> | <u>Cost</u> |
|-------------|-----------------|--------------------|-------------|
|-------------|-----------------|--------------------|-------------|

Subtotal \_\_\_\_\_

**Contracts:** Provide a description of the product or services to be procured by contract and an estimate of the cost. Applicants are encouraged to promote free and open competition in awarding contracts. A separate justification must be provided for sole source contracts in excess of \$100,000.

| <u>Item</u> | <u>Cost</u> |
|-------------|-------------|
|-------------|-------------|

Subtotal \_\_\_\_\_

**TOTAL** \_\_\_\_\_

**H. Other Costs** - List items (e.g., rent, document reproduction, telephone, janitorial or security services, and investigative or confidential funds) by major type and the basis of the computation. For example, provide the square footage and the cost per square foot for rent, and provide a monthly rental cost and how many months to rent.

| <u>Description</u> | <u>Computation</u> | <u>Cost</u> |
|--------------------|--------------------|-------------|
|--------------------|--------------------|-------------|

**TOTAL** \_\_\_\_\_

**I. Indirect Costs** - Indirect costs are allowed only if the applicant has a federally approved indirect cost rate. A copy of the rate approval ( a fully executed, negotiated agreement) must be attached. If the applicant does not have an approved rate, one can be requested by contacting the applicant's cognizant federal agency, which will review all documentation and approve a rate for the applicant organization, or if the applicant's accounting system permits, costs may be allocated in the direct costs categories.

| <u>Description</u> | <u>Computation</u> | <u>Cost</u> |
|--------------------|--------------------|-------------|
|--------------------|--------------------|-------------|

**TOTAL** \_\_\_\_\_

**Budget Summary** - When you have completed the budget worksheet, transfer the totals for each category to the spaces below. Compute the total direct costs and the total project costs. Indicate the amount of federal funds requested and the amount of nonfederal funds that will support the project.

| <u>Budget Category</u>   | <u>Amount</u> |
|--------------------------|---------------|
| A. Personnel             | _____         |
| B. Fringe Benefits       | _____         |
| C. Travel                | _____         |
| D. Equipment             | _____         |
| E. Supplies              | _____         |
| F. Construction          | _____         |
| G. Consultants/Contracts | _____         |
| H. Other                 | _____         |
| Total Direct Costs       | _____         |
| I. Indirect Costs        | _____         |
| TOTAL PROJECT COSTS      | _____         |

Federal Request \_\_\_\_\_

Nonfederal Amount \_\_\_\_\_



# SAMPLE

## Budget Detail Worksheet

**A. Purpose:** The Budget Detail Worksheet may be used as a guide to assist you in the preparation of the budget and budget narrative. You may submit the budget and budget narrative using this form or in the format of your choice (plain sheets, your own form, or a variation of this form). However, all required information (including the budget narrative) must be provided. Any category of expense not applicable to your budget may be deleted.

(Example assumes an 18 month budget period)

A. Personnel - List each position by title and name of employee, if available. Show the annual salary rate and the percentage of time to be devoted to the project. Compensation paid for employees engaged in grant activities must be consistent with that paid for similar work within the applicant organization.

| <u>Name/Position</u>      | <u>Computation</u>                                   | <u>Cost</u>     |
|---------------------------|--|-----------------|
| Ellen Smith, Director     | $(\$50,000 \times 100\% \times 1.5)$                 | \$75,000        |
| 2 attorneys               | $(\$50,000 \times 100\% \times 1.5 \times 2)$        | \$150,000       |
| Administrative Assistant  | $(\$40,000 \times 50\% \times 1.5)$                  | <u>\$30,000</u> |
|                           |  | \$255,000       |
| Cost of living increase   | $(\$225,000 \times 2\% \times .5\text{yr.})$         | \$2,250         |
| Overtime per investigator | $(\$37.5/\text{hr} \times 100 \text{ hrs} \times 3)$ | \$11,250        |

The director and the attorneys will be assigned exclusively to domestic violence cases. A 2 percent cost of living adjustment is scheduled for all full-time personnel 6-months prior to the end of the grant. Overtime will be needed at times. A half-time administrative assistant will prepare reports and provide other administrative support.

TOTAL \$268,500

**B. Fringe Benefits** - Fringe benefits should be based on actual known costs or an established formula. Fringe benefits are for the personnel listed in budget category (A) and only for the percentage of time devoted to the project. Fringe benefits on overtime hours are limited to FICA, Workman's Compensation, and Unemployment Compensation.

| <u>Name/Position</u>      | <u>Computation</u> | <u>Cost</u>            |  |
|---------------------------|--------------------|------------------------|--|
| Employer's FICA           | \$255,000 x 7.65%  | \$19,507               |  |
| Retirement                | \$255,000 x 6%     | \$15,300               |  |
| Health Insurance          | \$255,000 x 12%    | \$30,600               |  |
| Workman's Compensation    | \$255,000 x 1%     | \$ 2,550               |  |
| Unemployment Compensation | \$255,000 x 1%     | \$ 2,550               |  |
|                           | <b>TOTAL</b>       | <b><u>\$70,507</u></b> |  |

**C. Travel** - Itemize travel expenses of project personnel by purpose (e.g., staff to training, to field interviews, to advisory group meeting). Show the basis of computation (e.g., six people to 3- day training at \$X airfare, \$X lodging, \$X subsistence). In training projects, travel and meals for trainees should be listed separately. Show the number of trainees and unit costs involved. Identify the location of travel, if known. Indicate source of travel policies applied: applicant's or federal travel regulations.

| <u>Purpose of Travel</u>            | <u>Location</u> | <u>Item</u> | <u>Computation</u>                           | <u>Cost</u> |
|-------------------------------------|-----------------|-------------|--|-------------|
| Training                            | Minneapolis     | Airfare     | (\$150 x 2 people x 2 trips)                 | \$          |
|                                     |                 |             |  | 6           |
|                                     |                 |             |  | 0           |
|                                     |                 |             |  | 0           |
|                                     |                 | Hotel       | (\$75/night x 2 nights x 2 people x 2 trips) | \$ 600      |
|                                     |                 | Meals       | (\$35/day x 3 days x 2 people x 2 trips)     | \$ 420      |
| OJP-designated Technical Assistance |                 |             |  | \$15,000    |

The two attorneys will attend training on dynamics of domestic violence.

**TOTAL \$16,620**

**D. Equipment** -List nonnpendable items that are to be purchased (Note: Organization's own capitalization policy for classification of equipment should be used). Expendable items should be included in the "Supplies" category. Applicants should analyze the cost benefits of purchasing versus leasing equipment, especially high cost items and those subject to rapid technical advances. Rented or leased equipment costs should be listed in the "Contractual" category. Explain how the equipment is necessary for the success of the project. Attach a narrative describing the procurement method to be used.

|                           | <u>Item Computation</u> | <u>Cost</u> |
|---------------------------|-------------------------|-------------|
| 3 - 486 Computer w/CD ROM | (\$2,000 x 3 )          | \$6,000     |

The computers will be used by the director and attorneys to maintain and analyze case information.

**TOTAL** \$7,000

**E. Supplies** - List items by type (office supplies, postage, training materials, copying paper, and expendable items, such as books and hand held tape recorders) and show the basis for computation. Generally, supplies include any materials that are expendable or consumed during the course of the project.

| <u>Supply</u>      | <u>Items Computation</u> | <u>Cost</u> |
|--------------------|--------------------------|-------------|
| Office Supplies    | (\$50/mo x 12 mo)        | \$ 600      |
| Postage            | (\$20/mo x 12 mo)        | \$ 240      |
| Training Materials | (\$2/set x 500 sets)     | \$1,000     |

Office supplies and postage are needed for general operation of the program. Training materials will be developed and used to train legal services providers on the dynamics of domestic violence.

**TOTAL** \$1,840

**F. Construction** - As a rule, construction costs are not allowable. In some cases, minor repairs or renovations may be allowable. Consult with the program office before budgeting funds in this category.

| <u>Purpose</u> | <u>Description of Work</u>   | <u>Cost</u> |
|----------------|------------------------------|-------------|
| Renovation     | Add walls                    | \$5,000     |
|                | Build work tables            | \$3,000     |
|                | Build evidence storage units | \$2,000     |

The renovations are needed to upgrade facilities.

**TOTAL** \$10,000

**G. Consultants/Contracts** - Indicate whether applicant's formal, written procurement policy or the Federal Acquisition Regulations are followed.

**Consultant Fees:** For each consultant enter the name, if known, service to be provided, hourly or daily fee (8-hour day), and estimated time on the project. Consultant fees in excess of \$450 per day require additional justification and prior approval from OJP.

| <u>Name of Consultant</u> | <u>Service</u>            | <u>Provided Computation</u> | <u>Cost</u>                 |
|---------------------------|---------------------------|-----------------------------|-----------------------------|
| Jane Doe                  | Domestic Violence Trainer | (\$150/day x 30 days)       | \$<br>4<br>,<br>5<br>0<br>0 |

Jane Doe, Domestic Violence Trainer, will be hired, as needed, to assist with the education of attorneys providing legal services. \$4,500

**Consultant Expenses:** List all expenses to be paid from the grant to the individual consultant in addition to his or her fees (e.g., travel, meals, lodging)

| <u>Item</u>     | <u>Location</u> | <u>Computation</u>    | <u>Cost</u> |
|-----------------|-----------------|-----------------------|-------------|
| Airfare         | San Diego       | \$400 x 6 trips       | \$2,400     |
| Hotel and Meals |                 | (\$100/day x 30 days) | \$3,000     |

Jane Doe is expected to make up to 6 trips to provide training and technical assistance

to the project.

Subtotal \$5,400

**Contracts:** Provide a description of the product or services to be procured by contract and an estimate of the cost. Applicants are encouraged to promote free and open competition in awarding contracts. A separate justification must be provided for sole source contracts in excess of \$100,000.

**Item**

**Cost**

Not applicable

**TOTAL \$9,900**

**H. Other Costs** - List items (e.g., rent, document reproduction, telephone, janitorial or security services, and investigative or confidential funds) by major type and the basis of the computation. For example, provide the square footage and the cost per square foot for rent, and provide a monthly rental cost and how many months to rent.

**Description**

**Computation**

**Cost**

|      |  |          |
|------|--|----------|
| Rent | (700 sq. ft. x \$15/sq. Ft.)<br>(\$875 mo. x 12 mo.) | \$10,500 |
|------|--|----------|

This rent will pay for space for the domestic violence unit. No space is currently available.

|                       |                  |          |
|-----------------------|------------------|----------|
| Telephone             | (\$100/mo. x 12) | \$ 1,200 |
| Printing/Reproduction | (\$150/mo. x 12) | \$ 1,800 |

**TOTAL \$13,500**

**I. Indirect Costs** - Indirect costs are allowed only if the applicant has a federally approved indirect cost rate. A copy of the rate approval (a fully executed, negotiated agreement) must be attached. If the applicant does not have an approved rate, one can be requested by contacting the applicant's cognizant federal agency, which will review all documentation and approve a rate for the applicant organization, or if the applicant's accounting system permits, costs may be allocated in the direct costs categories.

**Description**

**Computation**

**Cost**

**TOTAL \_\_\_\_\_**

**Budget Summary** - When you have completed the budget worksheet, transfer the totals for each category to the spaces below. Compute the total direct costs and the total project costs. Indicate the amount of federal funds requested and the amount of nonfederal funds that will support the project.

| <u>Budget Category</u>   | <u>Amount</u>     |
|--------------------------|-------------------|
| A. Personnel             | \$ <u>268,500</u> |
| B. Fringe Benefits       | \$ <u>70,507</u>  |
| C. Travel                | \$ <u>16,620</u>  |
| D. Equipment             | \$ <u>7,000</u>   |
| E. Supplies              | \$ <u>1,840</u>   |
| F. Construction          | \$ <u>10,000</u>  |
| G. Consultants/Contracts | \$ <u>9,900</u>   |
| H. Other                 | \$ <u>13,500</u>  |
| Total Direct Costs       | \$ <u>397,867</u> |
| I. Indirect Costs        | \$ <u>0</u>       |
| TOTAL PROJECT COSTS      | \$ <u>397,867</u> |
| Federal Request          | \$ <u>397,867</u> |
| Nonfederal Amount        | \$ <u>NA</u>      |

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## **APPENDIX F**

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### **Sample Nonsupplanting Letter**

# ***SAMPLE***

[Applicant Letterhead]

[date]

Ms. Laurie Robinson  
Assistant Attorney General  
Office of Justice Programs  
810 7th Street, NW  
Washington, DC 20531

Dear Ms. Robinson:

**[Applicant]** certifies that any funds awarded through the Domestic Violence Victims' Civil Legal Assistance Grants program will be used to supplement exiting funds for program activities and will not replace (supplant) nonfederal funds that have been appropriated for the purpose of providing legal assistance and legal advocacy to domestic violence victims. The **[name of applicant]** understands that supplanting violations can result in a range of penalties, including suspension of future funds under this program, suspension or debarment from federal grants, recoupment of monies provided under this grant, and civil and/or criminal penalties.

Sincerely,

[Applicant's Authorizing Official]



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## **APPENDIX G**

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### **Sample Memorandum of Understanding**

# **SAMPLE**

## **[Applicant Letterhead]**

### **Memorandum of Understanding**

**WHEREAS, Legal Services of America ("LSA") [applicant], XYZ Legal Aid and the ABC Safety Shelter Project have come together to collaborate and to make an application for Domestic Violence Victim's Civil Legal Assistance grant; and**

**WHEREAS, the partners listed above have agreed to enter into a collaborative agreement in which LSA will be the lead agency and named applicant and the other agencies will be partners in this application; and**

**WHEREAS, the partners herein desire to enter into a Memorandum of Understanding setting forth the services to be provided by the collaborative; and**

**WHEREAS, the application prepared and approved by the collaborative through its partners is to be submitted to the Office of Justice Programs on or before April 3, 2000;**

#### ***[Description of Collaborative Relationship]***

- ▶ *provide a brief history of the collaborative relationship between the partners, including when and under what circumstances the relationship began and when each partner joined the collaboration;*
- ▶ *describe any changes in the collaboration, including an explanation or description of any new or additional partners that have been added, or any partners that would no longer participate;*

**NOW, THEREFORE, it is hereby agreed by and between the partners as follows:**

**The partners will provide civil legal services to victims of domestic violence including:**

- ▶ *specify the extent of each party's participation in developing the application;*
- ▶ *clearly state the roles and responsibilities each organization or agency will assume to ensure the success of the proposed project;*
- ▶ *identify the representatives of the planning and development team who will be responsible for planning, developing and implementing project activities and describe how they will work together and how they will work with project staff;*
- ▶ *demonstrate a commitment on the part of all partners to work together to achieve stated project goals; and*
- ▶ *indicate approval of the proposed project budget by all signing parties.*

**1. LSA and XYZ will provide civil legal services to victims of domestic violence that will include:**

*[Describe the resources each partner will contribute to the project either through time, in-kind contribution or with the use of grant funds (for example, office space, project staff, training).]*

- a. **obtaining protective orders, providing representation for divorce, custody and/or visitation cases and obtain child support orders;**
- b. **providing representation for administrative matters such as access to benefits for housing and/or landlord/tenant matters, and for matters related to employment, including unemployment compensation;**
- c. **providing other legal services that may become necessary to properly and completely represent a victim of domestic violence;**
- d. **develop programs to reach diverse and traditionally underserved populations, including racial, cultural, or ethnic minorities; the disabled; language minorities; or domestic violence victims in rural or inner-city areas.**

**2. LSA [applicant] and ABC will collaborate in the following manner:**

- a. **provide services such as comprehensive initial and on-going training to insure a consistent level of qualified representation by attorneys and/or legal advocates knowledgeable about the law and sensitive to the dynamics of battering relationships;**

- b. attorney representing domestic violence client will confer with victim advocate about pending case where necessary with clients permission;
  - c. meet at least three times a month for cases referral reviews and follow-up.
3. LSA and ABC will collaborate in the following manner:
- a. LSA will:
    - 1. refer clients to ABC for counseling, advocacy, resources;
    - 2. train all attorneys on interviewing, safety planning; and
    - 3. conduct monthly outreach on legal procedures for shelter clients.
  - b. ABC will:
    - 1. train LSA attorneys every three months on emerging issues;
    - 2. train all staff funded by grant initially on the dynamics of domestic violence and safety issues
3. The collaboration service area includes a ten county area in [your] State. The ten counties to be served are:
4. The partners agree to collaborate and provide civil legal, advocacy and training services to victims of domestic violence and to other providers of victims of domestic violence pursuant to the program narrative of the grant application attached to this agreement.
5. Compensation for [non-lead] partners' contribution to this project will be provided as outlined in the attached OJP budget detail. By signing here, each entity signifies approval of this collaboration including the proposed budget.

5

\_\_\_\_\_  
XYZ [applicant' authorizing official]

\_\_\_\_\_  
Legal Services of America

\_\_\_\_\_  
ABC Safety Shelter Project

**Dated: April 3, 2000**

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<sup>5</sup>Each application must include, as an attachment, a current (i.e., signed and dated in calendar year 2000) Memorandum of Understanding (MOU) developed and *signed by the chief executive officers and/or directors of all participating agencies* including nonprofit, nongovernmental domestic violence programs and legal services programs .

**cc: Agencies and Interested Parties**

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## **APPENDIX H**

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### **Single Points of Contact**

## INTERGOVERNMENTAL REVIEW PROCESS

Executive Order 12372 requires applicants from State and local units of government or other organizations providing service within a State to submit a copy of the application to the State Single Point of Contact (SPOC), if one exists, and if this program has been selected for review by the State. You must contact your State SPOC to find out if this program has been selected for review by your State.

In accordance with Executive Order #12372, "Intergovernmental Review of Federal Programs," Section 4, the Office of Management and Budget (OMB) shall maintain a list of official State entities designated by the States to review and coordinate proposed Federal financial assistance and direct Federal development. This listing is the OFFICIAL OMB LISTING. This listing is also published in the Catalogue of Federal Domestic Assistance biannually.

States that are not listed no longer participate in the intergovernmental review process but MAY still apply for grants. These include: Alaska; American Samoa; Colorado; Connecticut; Kansas; Hawaii; Idaho; Louisiana; Massachusetts; Minnesota; Montana; Nebraska; Oklahoma; Oregon; Pennsylvania; South Dakota; Tennessee; Virginia; and Washington. This list is based on the most current information provided by the States. Changes to the list will only be made upon formal notification by the State.

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### ARIZONA

Joni Saad  
Arizona State Clearinghouse  
3800 N. Central Avenue  
Fourteenth Floor  
Phoenix, Arizona 85012

Telephone (602) 280-1315  
FAX: (602) 280-1305

### ARKANSAS

Mr. Tracy L. Copeland  
Manager, State Clearinghouse  
Office of Intergovernmental Services, Department of  
Finance and Administration  
1515 W. 7th St., Room 412  
Little Rock, Arkansas 72203

Telephone: (501) 682-1074  
FAX: (501) 682-5206  
tlcopeland@dfa.state.ar.us

### CALIFORNIA

Grants Coordinator  
Office of Planning & Research  
1400 Tenth Street, Room 121  
Sacramento, California 95814

Telephone (916) 323-7480  
FAX (916) 323-3018

### DELAWARE

Francine Booth  
State Single Point of Contact  
Executive Department  
Thomas Collins Building  
P.O. Box 1401  
Dover, Delaware 19903

Telephone: (302) 739-3326  
FAX: (302) 739-5661  
fbooth@state.de.us

### DISTRICT OF COLUMBIA

Charles Nichols  
State Single Point of Contact  
Office of Grants Mgmt. & Development.  
717 14th Street, N.W. - Suite 500  
Washington, D.C. 20005

Telephone: (202) 727-6554  
FAX: (202) 727-1617

### FLORIDA

Florida State Clearinghouse  
Department of Community Affairs  
2740 Centerview Drive  
Tallahassee, Florida 32399-2100

Telephone: (904) 922-5438

FAX: (904) 487-2899  
cherie.trainor@dcs.state.fl.us

#### **GEORGIA**

Deborah Stephens  
Administrator  
Georgia State Clearinghouse  
254 Washington Street, S.W. - Room 401J  
Atlanta, Georgia 30334

Telephone: (404) 656-3855 or  
FAX: (404) 656-7901  
ssda@mail.opb.state.ga.us

#### **ILLINOIS**

Virginia Bova  
State Single Point of Contact  
Department of Commerce and Community Affairs  
620 East Adams  
Springfield, Illinois 62701

Telephone: (217) 814-6028  
FAX: (217) 814-1800

#### **INDIANA**

Frances Williams  
State Budget Agency  
212 State House  
Indianapolis, Indiana 46204

Telephone: (317) 232-2972  
FAX: (317) 233-3323

#### **IOWA**

Steven R. McCann  
Division for Community Assistance, Iowa  
Department of Economic Development  
200 East Grand Avenue  
Des Moines, Iowa 50309

Telephone: (515) 242-4719  
FAX: (515) 242-4859  
steve.mccann@ided.state.ia.us

#### **KENTUCKY**

Kevin J. Goldsmith, Director  
Sandra Brewer, Executive Secretary  
Intergovernmental Affairs  
Office of the Governor  
700 Capitol Center Avenue  
Frankfort, Kentucky 40601

Telephone: (502) 564-2611  
FAX: (502) 564-2849  
sbrewer@mail.state.ky.us

#### **MAINE**

Joyce Benson  
State Planning Office  
184 State Street  
38 State House Station  
Augusta, Maine 04333

Telephone: (207) 287-3261  
FAX: (207) 287-6489  
joyce.benson@state.me.us

#### **MARYLAND**

Linda Janney, Manager  
Plan and Project Review  
Maryland Office of Planning  
301 W. Preston Street - Room 1104  
Baltimore, Maryland 21201-2365

Telephone: (410) 767-4490  
FAX: (410) 767-4480  
linda@mail.op.state.md.us

#### **MICHIGAN**

Richard Pfaff  
Southeast Michigan Council of Governments  
1900 Edison Plaza  
660 Plaza Drive  
Detroit, Michigan 48226

Telephone: (313) 961-4266  
FAX: (313) 961-4869  
pfaff@semcog.org

#### **MISSISSIPPI**

Cathy Mallette  
Clearinghouse Officer  
Department of Finance and Administration  
455 North Lamar Street  
Jackson, Mississippi 39202-3087

Telephone: (601) 359-6762  
FAX: (601) 359-6764

#### **MISSOURI**

Lois Pohl  
Federal Assistance Clearinghouse  
Office Of Administration  
P.O. Box 809  
Room 760, Truman Building  
Jefferson City, Missouri 65102

Telephone: (314) 751-4834  
FAX: (314) 751-7819

**NEVADA**

Department of Administration  
State Clearinghouse  
Capitol Complex  
Carson City, Nevada 89710

Telephone: (702) 687-4065  
FAX: (702) 687-3983  
Contact: Heather Elliot  
(702) 687-6367  
helliot@govmail.state.nv.us

**NEW HAMPSHIRE**

Jeffrey H. Taylor  
Director, New Hampshire Office of State Planning  
Attn: Intergovernmental Review Process  
Mike Blake  
2 ½ Beacon Street  
Concord, New Hampshire 03301

Telephone: (603) 271-2155  
FAX: (603) 271-1728

**NEW MEXICO**

Nick Mandell  
Local Government Division  
Room 201 Bataan Memorial Building  
Santa Fe, New Mexico 87503

Telephone: (505) 827-3640  
FAX (505) 827-4984

**NEW YORK**

New York State Clearinghouse  
Division of the Budget  
State Capitol  
Albany, New York 12224

Telephone: (518) 474-1605  
FAX (518) 486-5617

**NORTH CAROLINA**

Jeanette Furney (Grants)  
Chrys Baggett (Environment)  
N.C. State Clearinghouse  
Office of the Secretary of Administration.  
116 West Jones Street  
Raleigh, North Carolina 27603-8003

Telephone: (919) 733-7232  
FAX: (919) 733-9571

**NORTH DAKOTA**

North Dakota Single Point of Contact  
Office of Intergovernmental Assistance  
600 East Boulevard Avenue  
Bismarck, North Dakota 58505-0170

Telephone: (701) 224-2094  
FAX: (701) 224-2308

**OHIO**

Larry Weaver  
State Single Point of Contact  
State Clearinghouse  
Office of Budget and Management  
30 East Broad Street, 34th Floor  
Columbus, Ohio 43266-0411

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*Please direct correspondence and questions about  
intergovernmental review to:*

Linda Wise  
Telephone: (614) 466-0698  
FAX: (614) 466-5400

**RHODE ISLAND**

Kevin Nelson  
Review Coordinator  
Department of Administration  
Division of Planning  
One Capitol Hill, 4th Floor  
Providence, Rhode Island 02908-5870

Telephone: (401) 222-2280  
FAX: (401) 222-2083

**SOUTH CAROLINA**

Rodney Grizzle  
State Single Point of Contact  
Budget and Control Board  
Office of the Governor  
1122 Ladies Street - 12<sup>th</sup> Floor  
Columbia, South Carolina 29201

Telephone: (803) 734-0485  
FAX: (803) 734-0645  
agrizzle@budget.state.sc.us

**TEXAS**

Tom Adams  
Governors Office  
Director, Intergovernmental Coordination  
P.O. Box 12428  
Austin, Texas 78711

Telephone: (512) 463-1771  
FAX: (512) 463-1888  
tadams@governor.state.tx.us

**UTAH**

Carolyn Wright  
Utah State Clearinghouse  
Office of Planning and Budget  
Room 116 State Capitol  
Salt Lake City, Utah 84114



Telephone: (801) 538-1535  
FAX: (801) 538-1547  
cwright@state.ut.us

#### **WEST VIRGINIA**

Fred Cutlip, Director  
West Virginia Development Office  
Building #6, Room 645  
State Capitol  
Charleston, West Virginia 25305  
Telephone: (304) 558-0350  
FAX: (304) 558-0362  
fcutlip@wvdo.org

#### **WISCONSIN**

Jeff Smith, Section Chief  
State/Federal Relations  
Wisconsin Department of Administration  
101 East Wilson Street - 6th Floor  
P.O. Box 7868  
Madison, Wisconsin 53707

Telephone: (608) 266-0267  
FAX: (608) 267-6931  
sjt@mail.state.wi.us

#### **WYOMING**

Sandy Ross  
State Single Point of Contact  
Department of Administration and Information  
2001 Capitol Avenue, Room 214  
Cheyenne, WY 82002

Telephone: (307) 777-5492  
FAX: (307) 777-3696  
srossl@missc.state.wy.us

#### **TERRITORIES**

##### **GUAM**

Joseph Rivera, Acting Director  
Bureau of Budget and Management Research  
Office of the Governor  
P.O. Box 2950  
Agana, Guam 96910

Telephone: 011-671-475-9411  
FAX: 011-671-472-2825

##### **PUERTO RICO**

Jose Cabellero-Mercado  
Chairman  
Puerto Rico Planning Board  
Federal Proposals Review Office  
Minillas Government Center  
P.O. Box 41119  
San Juan, Puerto Rico 00940-1119

Telephone: (809) 727-4444 or  
(809) 723-6190  
FAX: (809) 724-3270 or

#### **NORTH MARIANA ISLANDS**

Alvaro A. Santos, Executive Officer  
Office of Management and Budget  
Office of the Governor  
Saipan, MP 96950

Telephone: (670) 664-2256  
FAX: (670) 664-2272  
*Contact person:* Ms. Jacoba T. Seman  
Federal Programs Coordinator

Telephone: (670) 664-2289  
FAX: (670) 664-2272

#### **VIRGIN ISLANDS**

Nellon Bowry  
Director, Office of Management and Budget  
#41 Norregade Emancipation Garden  
Station  
Second Floor  
Saint Thomas, Virgin Islands 00802

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*Please direct all questions and correspondence  
about*

*intergovernmental review to:*

Daisey Millen  
Telephone: (809) 774-0750  
FAX: (809) 776-0069

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## **APPENDIX I**

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### **State Agencies Administering the STOP Violence Against Women Formula Grants Program**

**STOP Violence Against Women Formula Grants Program**  
**List of Designated State Agencies**  
**State Contacts**

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**Alabama**

Mr. Doug Miller  
Division Chief  
Alabama Department of Economic & Community  
Affairs  
Law Enforcement/ Traffic Safety Division  
401 Adams Ave. - P.O. Box 5690  
Montgomery, Alabama 36103-5690  
(334) 242-5843 (Direct Line)  
(334) 242-5803 (Main Number)  
(334) 242-0712-fax

**Alaska**

Trisha Gentle  
Executive Director  
Council on Domestic Violence & Sexual Assault  
P.O. Box 111200  
Juneau, Alaska 99811  
(\*Street address-450 Whittier St., Rm. 207-Juneau,  
Alaska 99811)  
(907) 465-4356; (907) 465-3627-fax

**American Samoa**

La'aulii A. Filoiali  
Executive Offices of the Governor  
Criminal Justice Planning Agency  
Pago Pago, American Samoa 96799  
[011](684) 633-5221  
[011](684) 633-7552

**Arizona**

Donna Irwin, Program Manager  
(dirwin@azgov.state.az.us)  
Governor's Office for Domestic Violence Prevention  
1700 West Washington, Suite 101-F  
Phoenix, Arizona 85007  
(602) 542-1773; (602) 542-5522-fax

**Arkansas**

Jerry Duran, Administrator  
Office of Intergovernmental Services  
Department of Finance and Administration  
1515 West 7th Street; Room 417  
Little Rock, Arkansas 72201  
(501) 682-1074; (501) 682-5206-fax

**California**

Ann Mizoguchi, Program Manager  
(AnnM@ccjpl.ocjp.ca.gov)  
Sexual Assault/DV Branch  
Governor's Office of Criminal Justice Planning  
1130 K Street, Suite 300  
Sacramento, California 95814  
(916) 323-7615; (916) 324-9167-fax

**Colorado**

Wendell Graham, Planning Grants Officer  
Colorado Victims Program  
Division of Criminal Justice  
Department of Public Safety  
700 Kipling Street, Suite 1000  
Denver, Colorado 80215  
(303) 239-5728; (303) 239-5743-fax

**Connecticut**

Lisa Secondo  
Planning Specialist  
Policy Development & Planning Division  
Office of Policy and Management  
450 Capitol Ave.  
Mail Stop #52-CPD  
PO Box 341441  
Hartford, Connecticut 06134  
(860) 418-6391; (860) 418-6496-fax

**Delaware**

Gail Rohm, Planning Coordinator  
Delaware Criminal Justice Council  
Carvel State Office Building, 10th Floor  
820 N. French Street  
Wilmington, Delaware 19801  
302/577-5030; (302) 577-3440-fax

**District of Columbia**

Eunice Pierre  
STOP Grants Coordinator  
Office of Grants Management & Development  
717 14th Street, NW, Suite 1200  
Washington, D.C. 20005  
(202) 727-6537; (202) 727-1617 or  
(202) 727-1645-fax

**Florida**

Pat Barrett  
Deputy Director  
Governor's Task Force on Domestic Violence  
Department of Community Affairs  
2555 Shumard Oak Blvd.  
Tallahassee, Florida 32399-2100  
(850) 414-8312; (850) 922-6720-fax

**Georgia**

Michele Jordan  
Assistant Division Director  
Criminal Justice Coordinating Council  
503 Oak Place, Suite 540  
Atlanta, Georgia 30349  
(404) 559-4949; (404) 559-4960-fax

**Guam**

Cecila A.Q. Morrison  
Executive Director  
Governor's Community Outreach  
Federal Programs Office  
Office of the Governor  
P.O. Box 2950  
Agana, Guam 96913  
(FedEx.: 205-207 E. Sunset Blvd. Tiyan, Guam 96913)  
[011] (671) 472-9162  
[011] (671) 477-4826-fax

**Hawaii**

Tony Wong  
Planning Specialist  
Resource Coordination Division  
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## **APPENDIX J**

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